

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Waterbury State Office Complex (WSOC)
280 State Drive, Waterbury VT
Cherry Conference Room
September 2, 2016**

Approved

CHSVT Present: Charity Baker, Rebekah Blaisdell Simays, Jack Carson, Jeff Cassarino, Chris Cosgrove, Lisa Cowdrey, Sean Dobbin, Pauline Dwyer, Laurette Garrand, Angie Haggett, Harmony Harriman, Dan Hescock, John Howe, Marlena Hughes, Ben Irish, Mike Lacoss, Tod Lessard, John Long, Paul Major, Troy McAllister, Jan Noskey, Mary Poulos, Ashley Pulaski, Nick Rulon, Bob Salzman, Sheila Sayah, Jeanne Smith, Bill Storz, Sharon Strange, Claire Swaha, Cory Valentine, John Vorder Bruegge, Matt Ware

CHSVT Absent: Jerry Fortin, Molly Humphrey, Dana Lesperance, Jake Petrasch, Bobbi Shutts, Chad Thompson

Approval of Meeting Minutes:

Jan made a motion to approve the August 5th faculty meeting minutes. Claire seconded the motion. The meeting minutes were approved.

Personnel Updates – Troy McAllister

Troy gave an update on Dana and how his wife is doing. Dana is hoping to be able to come back to work on September 19th.

Nick is teaching in Barre one or two days a week to help Mary.

Chris will be covering in Bennington while Molly is out on maternity leave.

Beryle Gardner

The Beryle Gardner Committee needs five new members as all current terms have expired. Currently only Jan, Paul and Chad are on the committee.

Paul gave a short history of the committee.

There was a discussion about a fourth award, Honorary Mentor, that was created in February, 2012. There is some discrepancy between the committee and the Vermont Retired Teachers Association, who is in control of the scholarship fund, as to the validity of the creation of the scholarship. One of the first tasks of the newly nominated committee members will be to solve this issue.

The committee awarded all four scholarships in July, 2016. There were six nominees. The winners are:

Trades Award – Michael Immich
Higher Education Award – Carlos Perez
Living Learning Working Award – Daniel Dunn
Honorary Mentor Award – Daniel Jones

Going forward, the committee will work with the campuses to introduce more ways to get the word out to the students about the scholarships that are available.

Nominations/Volunteer for committee membership:

Nick volunteered

Paul nominated **Jan**, Jan accepted the nomination

Jan nominated Paul, Paul declined the nomination

John Long nominated **John Howe**, John accepted the nomination

Nick nominated John VB, John declined

Marlena nominated **Rebekah**, Rebekah accepted the nomination

Bobbi was nominated, Bobbi was not present but it was mentioned that she was interested

Cory volunteered

There was a motion to increase the number to six members. The motion was approved.

Nick moved to vote on the slate of nominees. Claire seconded the motion. The motion was approved.

Jan will contact the new members and have a meeting to elect officers and discuss specifics of the committee.

Risk Intervention Services

A national consultant, sponsored by the Second Chance Grant on recidivism and risk reduction, provided a two-day training, at central office, for executive staff, direct reports, facility superintendents, assistant superintendents, as well as others. The training focused on improving communications throughout the department. Kim Bushey is working on a spreadsheet that will highlight the role of each staff member in central office that will be shared with all DOC staff.

The single referral form should be ready by January 1st. Troy is hoping for a draft of the integrated services plan within the next month or two.

There are still inconsistencies, among Case Managers, as to who gets referred to education. The plan is to use the ORAS scores. If the overall risk is high-moderate, an offender will automatically be referred to education. It will then be the decision of the educator as to what kind of services are needed for each individual student.

Work is still being done by the Direct Reports on the creation of a Risk Intervention Services Coordinator. This position would be a state position and would act as a liaison with local admin teams. They would make sure that referrals are being sent to the appropriate parties. They will be a contact between entities, not a supervisory role. Kim has submitted an RFR to Classification. The pilot plan is to hire a coordinator at Northwest and Northern to see how it works before hiring for all facilities.

FOCUS Update

All teachers now have access to add/drop students from classes, activate/deactivate a student, and enter race/ethnicity, campus and advisor.

New enrollments and record releases will still be handled by the Registrar.

There was discussion about filling out the race and ethnicity at enrollment. These fields are mandatory for reporting purposes and is tied to federal funding. If a student refuses to answer the questions, you must inform the student that you will need to make a best effort guess and provide an answer for them. It may help to share the federal definitions with the student to help them choose.

Troy created some new enrollment codes. Here is a breakdown as to when to use the new codes as well as some of the current codes.

Initial Enrollment – will only be used by central office staff to add a new student.

Transfer to another campus – leaving your campus, known to be continuing

Absent, status unknown – don't know status, student not starting at a new campus within a week

Re-entry after voluntary/involuntary withdrawal – reactivate student at your campus

C3

C3 representatives met with their regions to discuss informed consent and enrollment forms, Focus, Work Readiness, Power Indicators, Training topics, and anything else requested to be brought to the next C3 meeting.

Student Computers

Discussion about student files on student computers and an incident involving pornography.

New policies and procedures in regard to contraband in student's digital files is being created in order to share student files safely between campuses.

A secure FTP site is being set up. The teacher will review the student file; student files will be uploaded; an email needs to be sent to Dan Hescocock. He will also review the file and then if okay, Dan will release the information for the next campus to receive. Only items related to the portfolio should be transferred!!!

We will be looking at other ways long term. Until the FTP site is set up, contact central office before transferring files between campuses.

Things are still moving forward with internet access for student computers. We qualify for a state contract that is in place with the federally supplemented program, E-Rate, to supply high-speed internet to all Vermont schools. This program provides discounts on equipment, maintenance, etc. We will be moving to thin terminals and one server for all student computer labs.

Respectfully Submitted,

Sheila Sayah